

McLean County Commission Proceedings
Tuesday, August 20, 2019

The final regular August meeting of the Board of Commissioners was called to order at 8:30 a.m. by Chairperson Steve Lee. Present were Commissioners Lee, Steve Cottingham, and Barry Suydam. Also present were Auditor Beth A. Knutson, Deputy Auditor Nancy Leidholm, and Road Superintendent Jim Grey.

Moved by Cottingham, seconded by Suydam, to approve the minutes of the previous meeting as submitted. Roll Call Vote: Aye: Cottingham, Suydam, and Lee. Nay: None. Motion carried.

Highway Superintendent Jim Grey joined the meeting. He reported that road project CP-2800(019), a chip sealing project on County Road 22 and the Falkirk Road is complete with temporary striping. Permanent striping will be applied in a couple of weeks. Grey stated that mowing and graveling is continuing and with recent rains, regrowth may have to be done as well. Discussion followed in regard to the gravel crushing at the Johnson gravel pit since Sundre Sand & Gravel Company is in the vicinity and could save on mobilization costs. Lee questioned if they'd shift the payment into next year's budget. Knutson suggested splitting the bill in half to play it safe. Grey was instructed to get further details on pricing and payment date nailed down and return to a later commission meeting.

Moved by Suydam, seconded by Cottingham, to approve two utility permit requests from West River Telecommunications Cooperative of Hazen to install and maintain buried communication lines under 30th Ave. SW to bring service to the Savannah Hall residence; and under 10th St. SW to bring service to the Randy Yunker residence. Roll Call Vote: Aye: Cottingham, Suydam, and Lee. Nay: None. Motion carried.

Suzanne Werre of BHG News Service joined the meeting.

Knutson presented the Turtle Lake, Wilton, and Underwood 2020 police contracts for signing.

Land Use Administrator Todd Schreiner joined the meeting with a recommendation from yesterday's Planning & Zoning Commission meeting.

Moved by Cottingham, seconded by Suydam, to concur with the Planning & Zoning Commission and approve the request from Richard Jensen of Ruso for a variance of the setback requirements of the McLean County Zoning Ordinance for land described as Lot 1, Slater's Resort First Addition, Otis Township, located in Township 150 North, Range 80 West, to allow the construction of a structure closer than the required 15 foot setback from the side lot line on Lot 1. Roll Call Vote: Aye: Cottingham, Suydam, and Lee. Nay: None. Motion carried.

Knutson presented a letter from the City of Garrison requesting a meeting be held with the commissioners on August 26, 2019 in Garrison. Suydam stated that the City of Garrison just wanted improved service. Lee stated that any issues should've been addressed earlier and not at budget time. Knutson stated that the only concern brought up by the City of Garrison during the June meeting was getting tickets to the city in a timely manner.

Dakota Central Social Services Director Steve Reiser joined the meeting to discuss upcoming legislative changes that will reorganize the state's county social services into multi-county human service zones. Reiser explained that it won't be as big a change for McLean County as they've already been operating as a district including Sheridan, Oliver, and Mercer counties. He went on to say that they will continue to operate under the same name with McLean County as the host county. Reiser will continue as interim Human Service Zone Director and plans to apply for the Director position with the hiring responsibility resting with the Human Service Zone Board and the Department of Human Services.

Reiser presented his Indirect Cost budget for 2020 which shows an increase from \$57,315.00 for 2019 to \$65,000.00 for 2020 and is the responsibility of the counties. The increase included a new phone system from BEK Communications that will connect all offices with answering done through the office in McLean County. Reiser explained that no mills will need to be levied as money will be received from the state and he strongly feels the NDACo will lobby to have a lot of the costs removed from county expense. He presented the Human Services Zone Agreement and Letter of Explanation for the commission's approval.

Moved by Cottingham, seconded by Suydam, to approve the Human Services Zone Agreement and Letter of Explanation as presented. Roll Call Vote: Aye: Cottingham, Suydam, and Lee. Nay: None. Motion carried.

Reiser stated that once the agreement is approved the new Human Service Zone Director can be hired and he hopes to get it. The district will develop a new operating plan as the current one is twelve years old. He added that Senate Bill 2124 allows for the transfer of 113 county employees to become state employees and believe he could have two to seven eligible for that transfer.

Sheriff J. R. Kerzmann, Deputy Sheriff/E-911 Coordinator Richard Johnson, Assistant Jail Administrator Wade Krohmer, and States Attorney Ladd Erickson joined the meeting.

Kerzmann and Johnson briefly discussed the Statewide Interoperable Radio Network (SIRN) 2020 Radio Project and requested that DES Manager Noelle Kroll be appointed as an alternate in case someone can't make a meeting.

Moved by Cottingham, seconded by Suydam, to appoint DES Manager Noelle Kroll as a McLean County alternate for the SIRN 2020 committee. Roll Call Vote: Aye: Cottingham, Suydam, and Lee. Nay: None. Motion carried.

Johnson discussed the 911 answering system and a portion of southern McLean County that is addressed and covered by the Burleigh County 911 system through BEK Communications who will not give McLean County any addressing information making it hard to respond. He stated that Burleigh County doesn't want to give up the area. Kerzmann added that dispatching would be quicker if we got the calls here. Johnson expressed concern that Wilton fire and ambulance rarely call here even though we have the capability. When calls come through Burleigh County they are relayed to McLean County causing delay and once dispatched we don't always hear back if patrol/ambulance arrived. Johnson and Kerzmann would like direction from the commission in whether to

consume this area or not. Krohmer added that everything in McLean County should come through our dispatch. Johnson was instructed to visit with Burleigh County and come back with details nailed down and a recommendation in which direction to go. Cottingham feels work needs to be done in eliminating that delay and more communication needs to take place.

Johnson stated that the state 911 addressing is nearing completion.

Next Kerzmann requested permission to advertise to hire a patrol deputy as background checks for two applicants on the hiring list came back negative.

Moved by Suydam, seconded by Cottingham, to authorize Kerzmann to advertise for one or more patrol deputies. Roll Call Vote: Aye: Cottingham, Suydam, and Lee. Nay: None. Motion carried.

Kerzmann discussed the \$10,000.00 grant funds received from Great River Energy and another \$5,000.00 from the American Foundation for Wildlife along with having \$2,700.00 in the K-9 Donations account; and requested permission to purchase a K-9 using the county credit card.

Moved by Cottingham, seconded by Suydam, to approve the purchase of a dog for the K-9 Unit. Kerzmann stated that he would like to purchase a second dog by the end of the year. Roll Call Vote: Aye: Cottingham, Suydam, and Lee. Nay: None. Motion carried.

Kerzmann discussed having an MRAP (mine-resistant ambush-protected) all-terrain vehicle (M-ATV) along with the already county-owned MRAP and the benefits of having one located on the north and south ends of the county ready to go at any time. Excess property from the Department of Defense is awarded to partnering federal, state and local law enforcement agencies who can justify the need and an M-ATV is available for the county with the only expense being the shipping to get it here. He then requested permission to acquire the unit using \$1,000.00 out of the Drug Forfeiture – States Attorney account; \$1,500.00 out of the Drug Forfeiture – Sheriff account; with the remaining \$1,700.00 to come out of the Drug Enforcement account. Lee questioned the replenishing of the Drug Forfeiture – Sheriff account as a vehicle is to be purchased from that account as well. Kerzmann stated that the county auction was coming up. Cottingham questioned if there were additional costs to get it up and running. Johnson stated that batteries may have to be purchased and Kerzmann added that the department has the lighting equipment needed.

Moved by Cottingham, seconded by Suydam, to approve the acquisition of the M-ATV paying shipping funds as presented. Roll Call Vote: Aye: Cottingham, Suydam, and Lee. Nay: None. Motion carried.

Assistant Jail Administrator Wade Krohmer was present to request the hiring of Donald Roehrich of Washburn as Federal Prisoner Transport & Security. Roehrich previously worked as a jailer/dispatcher but resigned after two weeks. Lee feels the position should be advertised for as he doesn't want to be in violation of rules and hiring without advertising.

Chief Deputy Auditor Lori Foss joined the meeting. Lee questioned the hiring of Roehrich to which Foss explained that he would be hired for no more than 19 hours/week and would not be eligible for benefits.

Moved by Suydam, seconded by Cottingham, to hire Donald Roehrich as Federal Transport & Security. Roll Call Vote: Aye: Cottingham, Suydam, and Lee. Nay: None. Motion carried.

States Attorney Ladd Erickson discussed the recent letter from the city of Garrison and their request to meet with the commissioners on August 26 2019, regarding the 2020 police contract. Erickson stated the contract has already been denied and the county has withdrawn it. Cottingham shares concerns as to why the vote went the way it did and feels the commission should hear that at a later commission meeting. Suydam stated that the City of Garrison denied the contract because they wanted to see more patrol thinking they'd get it. Lee stated that they are supposed to come to the county with problems but waited until the budget cycle and used it as leverage. Erickson stated that the county can't be in a partnership like that. Kerzmann explained that he keeps a phone log and has zero calls from the City of Garrison. He went on to say that when they get their plan together he's willing to help. Erickson will send a letter directing the city of Garrison to attend a later commission meeting when they have a plan.

Discussion followed on the use of forfeiture funds and Erickson requested two Verizon cell boosters for his and Sheriff Kerzmann's residences at \$250.00 each as the coverage is poor and calls are continuously dropped.

Building Maintenance Supervisor Curt Malo; Land Use Administrator Todd Schreiner; Highway Superintendent Jim Grey; Clerk of Court Cathy Bailey; DES Manager Noelle Kroll; County Extension Agent Michelle Effertz; Recorder Heidi Anderson; and McLean County Water Resource Board members Lynn Oberg, Shannon Jeffers, and Gerard Goven joined the meeting for the 2020 budget review.

Chief Deputy Auditor Lori Foss first reviewed her GIS Implementation & Superintendent of Schools 2020 budgets showing no changes. She then reviewed the Flexible Benefits – Medical Spending & Child Care budget reducing it from \$2,310.00 to \$2,178.00.

The Computer Operations budget shows a \$1,000.00 decrease in the Ink & Toner line item due to the contract with Marco along with a \$2,000.00 decrease in Capital Outlay depending on the approval of hiring an additional Assessor and Detective. The NRG Annual Tech Contract line item was discussed. After hearing several complaints from various departments within the county the commission decided to leave the dollars in the budget but agreed to try a new vendor if NRG does not improve.

Foss then requested clarification on Cassie Goetz's salary as she shows 100% funded by the Clerk of Courts office with an additional funding by the Tax Director at 25%. It was determined that Goetz would be 75% with the Clerk of Court and 25% with the Tax Director. Clerk of Court Cathy Bailey feels this is adequate time for training her in.

Suydam suggested hiring the additional Assessor half way through the year reducing the salary in half from \$50,000.00 to \$25,000.00 in the Tax Director/Land Use budget. Kerzmann added that his department is withdrawing the request for \$53,000.00 to

fund another detective position and reported the possibility of a cost-share detective position to be shared with Sheridan and Oliver counties in 2021.

Salary increases were discussed regarding a 2% increase versus a 2% increase plus a 2.8% Cost of Living Adjustment (COLA) to address the compression between new hires and longtime employees.

Knutson reviewed the 2020 County Commission budget showing no changes.

The next budget reviewed was Clerk of District Court adjusting the Salaries line item to reflect Cassie Goetz at 75% funded through the department. Discussion followed regarding the C/A Counsel line item increase.

Knutson then reviewed the Juvenile Court, Auditor, and States Attorney budgets with no changes needed.

The next budget reviewed was the Tax Director/Land Use adjusting the Salaries line item to reflect Cassie Goetz at 25% funded through the department and the additional Assessor to be hired half way through the year reducing the line item by \$25,000.00. Schreiner stated that the Data Card line item could be removed reducing the total budget for his department another \$650.00.

Knutson then reviewed the Recorder budget. Anderson stated that she plans to keep her new employee at clerk status for the year which will reduce the Salary line item slightly adding that Preservations Funds can be used if she decided to deputize the Clerk earlier. Preservation Funds could also be used for training expenses including registration fees.

The next budget reviewed was Computer Operations showing a \$1,000.00 reduction in the Ink & Toner line item along with the \$2,000.00 reduction in the Capital Outlay line item as discussed earlier.

Knutson then reviewed the GIS Implementation budget showing no changes.

The next budget reviewed was Building & Grounds. Malo explained the increase in the Equipment Purchase line item discussing a possible contract with H. A. Thomspson & Sons of Bismarck to take over the HVAC system in the building. He went on to explain an engineering blunder that they can repair and take care of. This contract would include filters, belts, and pumps. Malo stated that things need to be taken care of that were done wrong in the first place. Discussion followed regarding lights in the courtroom that don't work and Malo can't find anyone to fix them. He was instructed to get recommendations for fixing/replacing the courtroom lighting. Malo requested a snow bucket for the Bobcat and scratched his request for a new pickup, reducing his budget \$17,500.00.

Knutson then reviewed the Election Expenses budget with showing no changes.

The Non-Departmental Expenses budget shows decreases in the Property Insurance and Furniture/Equipment line items because vehicles no longer owned by the county were removed and because of the removal of office furniture for the Auditor's front office, respectively.

Foss rejoined the meeting with the previously requested information regarding salaries for the commissions review.

The budgets for Employee Benefits, Utilities, Employee Risk Management, Dues/Memberships, and Communications were reviewed with no changes made.

The next budget reviewed was Motor Pool with no changes needed. Malo stated that vehicles will need to be updated but we can probably squeeze another year out of them.

Knutson then reviewed the budget for Flexible Benefits – Medical & Child Care showing the Administrative Fees line item reduced to \$2,178.00 as previously discussed.

The budgets for Advertising/Tourism, Loan Repayment, Park Board, Fair Board, Parole & Probation, Job Promotion, and Veteran's Service Officer were reviewed with no changes needed.

The Emergency Fund budget was removed because the county is only allowed to have 10 mills in reserve and our books show an amount very close to 10 miles.

Knutson then reviewed the budget for the E-911 Coordinator with Johnson stating that the Equipment Purchase line item can be reduced from \$200,000.00 to \$180,000.00.

The next budgets reviewed were Senior Citizens, First District Health, and Historical Society with no changes needed.

The McLean Mercer Regional Library budget was next reducing the mills from 3 to 2.78 mills in order to be in compliance with our agreement with Mercer County.

Knutson then reviewed the Sheriff budget for 2020 showing a decrease in the Salaries line item due to the withdrawal of the request to hire an additional detective; the Office Supplies and Uniforms line items both show a decrease of \$5,000.00; along with the K-9 Care & Expenses line item showing a \$10,000.00 decrease due to a donation of the same amount from Great River Energy.

The Sheriff's Vehicles, McLean County Coroner, Disaster Emergency Services, Vehicle Impound & Towing, and McLean County Rescue Boat budgets show no changes.

The next budget reviewed was School Resource Officer with two-thirds funding coming from the Garrison School District and one-third coming from McLean County.

Knutson reviewed the budgets for Extension Agent and Weed Control Board showing no changes needed.

The Water Resource Board budget showed a \$5,000.00 decrease in the Painted Woods line item and board member Lynn Oberg recommended cutting the \$8,000.00 budgeted for the City of Washburn.

The next budget reviewed was Highway Administration showing no changes.

Knutson reviewed the Highway Equipment Expense budget showing a decrease of \$10,000.00 in the Cutting Edges line item and a \$225,000.00 decrease in the Capital Outlay line item.

Knutson then reviewed the Highway Maintenance Sheds showing a decrease of \$1,500.00 in the Shop Supplies line item.

The Highway Shops – Washburn/Garrison budget showed a \$7,000.00 decrease in the Building Repairs line item.

The Highway Maintenance/Construction budget showed a \$10,000.00 decrease in the Culverts line item.

The final budgets reviewed, Farm to Market Roads, Superintendent of Schools, and Unorganized Township Road, showed no changes.

Moved by Suydam, seconded by Cottingham, to approve the following vouchers for payment:

CHECK #	VENDOR	DESCRIPTION	AMOUNT
A300159	DAKOTA AGRONOMY PARTNERS	5 GALLONS CORNERSTONE PLUS	85.00
A300160	GARRISON CITY	GARBAGE/WATER	51.70
A300161	GCR TIRES AND SERVICE	TIRES	504.00
A300162	INTERSTATE POWER SYSTEMS INC	REPAIR PARTS	3,476.70
A300163	KENS BODY SHOP	REPLACE BACK WINDOW ON DOZER	173.00
A300164	MCLEAN ELECTRIC COOPERATIVE	ROSEGLEN, UNDERWOOD & GARRISON SHOPS	441.00
A300165	MDU	WASHBURN, TURTLE LAKE, MAX & GARRISON SHOPS	123.80
A300166	NAPA AUTO PARTS GARRISON	REPAIR PARTS	10.30
A300167	NORTHERN PLAINS EQUIPMENT	REPAIR PARTS	15.38
A300168	PAHLKE STEEL INC	REPAIR PARTS – WASHBURN SCREEN	43.20
A300169	PRAXAIR DISTRIBUTION	WELDING SUPPLIES	566.06
A300170	RESERVATION TELEPHONE COOP	TELEPHONE SERVICE	119.50
A300171	SCOTTS HARDWARE	WASHBURN SHOP SUPPLIES, REPAIR PARTS	40.01
A300172	SWANSTON EQUIPMENT CORP	REPAIR PARTS	914.35
A300173	TRUENORTH STEEL	CULVERT	16,567.20
A300174	WOLD ENGINEERING PC	PROJECT B-17-34-SC-2840(055)	1,014.91
A300175	AMERIPRIDE LINEN AND APPAREL	SHOP TOWELS, FLOOR MATS	271.34
A300176	CURT MALO	REIMBURSE AUGUST CELL PHONE	30.00
A300177	BUSINESS CARD	ANTI-VIRUS, ROLODEX REFILL, XSTAMPER, COPIES, WELLNESS SUPPLIES	274.99
A300178	CAPTAINS CABIN	ENVIROTHON TRAIN THE TEACHER MEETING – COUNTY AGNET	136.10
A300179	CAPITAL CITY RESTAURANT SUPPLY	SOUFFLE CUPS – SHERIFF	12.33
A300180	CHARMTEX INC	LEG IRONS, LAUNDRY NETS, FABRIC SOFTENER – SHERIFF	493.21
A300181	CULLIGAN WATER CONDITIONING	PORTABLE EXCHANGE RENTAL – PARK	30.00
A300182	DACOTAH PAPER COMPANY	GARBAGE BAGS, BLEACH, HAIR/BODY WASH, DISH SOAP, NITRILE GLOVES	255.73
A300183	DAKOTA HELICOPTERS INC	AERIAL SPRAYING – WATER BOARD	5,290.49
A300184	DOCS SHOP	OIL CHANGES, BRAKE PADS, BATTERY – SHERIFF	1,633.87
A300185	CALANDRIA JARBOE EDWARDS	REIMBURSE AUGUST CELL PHONE, CRAFT SUPPLIES FOR CLASSES AT HATCHERY	320.49
A300186	MICHELLE EFFERTZ	REIMBURSE AUGUST CELL PHONE	30.00
A300187	ELECTRONIC COMMUNICATIONS	UNIT S-11 COAX KIT & LABOR	95.00
A300188	ENERBASE COOP RESOURCES	GASOLINE, SEAFOAM – SHERIFF	285.29
A300189	EVENSON EXCAVATING	REPAIR OVERFLOW ON LAKE ORDWAY – WATER BOARD	3,500.00
A300190	GARRISON VETERINARY SERVICE	DOG FOOD, EAR CLEANER – SHERIFF	73.62
A300191	HATZYS REPAIR	OIL CHANGE UNIT S-5	104.95
A300192	INFORMATION TECHNOLOGY DEPT	T-1 LINE ACCESS, VPN, ACTIVE DIRECTORY USER FEES, EXCHANGE EMAIL ACCOUNTS, ACTIVE DIRECTORY USER FEES, MULTI FACTOR LERM USER FEES	1,287.40
A300193	INTOXIMETERS	(3) ALCO SENSOR FST – SHERIFF	1,220.00
A300194	KENS BODY SHOP	IMPOUNDS – SHERIFF	1,350.00
A300195	MAILFINANCE	NEOPOST METER RENTAL 09-08-19 TO 12-07-19	868.44

A300196	MIDAMERICAN RESEARCH CHEM	MINT POWER OFF, AC LOK-TABS	215.38
A300197	MCLEAN ELECTRIC COOPERATIVE	SECURITY LIGHTS – PARK/COURTHOUSE, PARK BOARD, GARAGE, CAMPER PADS, CAMPGROUND METER	2,565.00
A300198	MDU	GAS – LAW ENFORCEMENT CENTER, COURTHOUSE	386.67
A300199	MENARDS	WASP/FLY KILLER, LIGHT COVERS FOR JAIL	55.78
A300200	MERKENS LAW PLLC	COURT APPOINTED COUNSEL	525.00
A300201	MIDCONTINENT CABLE CO	CABLE TV – LEC	108.21
A300202	M AND M SPORTING	48 BIRCHWOOD CASEY EZE SCORER TARGETS	148.80
A300203	ND ASSOCIATION OF COUNTIES	PRE-EMPLOYMENT DRUG TESTING – UHLICH & MEHLHOFF	60.00
A300204	NDSU EXTENSION SERVICE	SALARY/BENEFITS/TAXES/TRAVEL – EFFERTZ/EDWARDS	19,704.85
A300205	NDSU CENTER FOR 4 H	SECURITY DEPOSIT & RENTAL FEE – ENVIROTHON – COUNTY AGENT	500.00
A300206	NORTHERN PLAINS EQUIPMENT CO	GRASSHOPPER 725KT MOWER/FRONT DECK – PARK	12,393.00
A300207	NW TIRE	TIRES – SHERIFF	4,853.96
A300208	PHARMICHEM INC	SWEAT PATCH ANALYSIS – SHERIFF	199.85
A300209	ROGER BRITTON	AUGUST PLANNING & ZONING TRAVEL	17.40
A300210	DONALD FLINN	AUGUST PLANNING & ZONING TRAVEL	11.60
A300211	RICHARD HULTBERG	AUGUST PLANNING & ZONING TRAVEL	44.08
A300212	JOHN MATTHEWS	AUGUST PLANNING & ZONING TRAVEL	41.76
A300213	DARWIN SAARI	AUGUST PLANNING & ZONING TRAVEL	26.68
A300214	PLUNKETTS PEST CONTROL	GENERAL PEST CONTROL PROGRAM – LEC	218.75
A300215	RAY O HERRON	TROOPER SPIKE SYSTEM – SHERIFF	1,061.50
A300216	RESERVATION TELEPHONE COOP	TELEPHONE – SHERIFF/PARK	154.48
A300217	SALHUS SEPTIC PUMPING	PUMP SALLY PORT FLOOR DRAIN – LEC	120.00
A300218	SCOTTS HARDWARE	STRIPING SUPPLIES; SIGN SUPPLIES; HOSE; CANDY BAR – LEES; GREASE GUN; DRILL DRIVER; FILTERS; VACUUM CLEANER; WINDSHIELD WASHER FLUID; GLOVES; THREAD HANDLE	760.95
A300219	CHI ST ALEXIUS HEALTH	INMATE MEDICAL	5,295.82
A300220	RYAN OBERG	REIMBURSE AUGUST CELL PHONE	30.00
A300221	THIRD WATCH COMMUNICATIONS	NEW SIREN – SHERIFF	453.00
A300222	UNDERGROUND VAULTS	LEASE RENTAL – MFILM BOX – RECORDER	212.00
A300223	VERIZON CONNECT NWF INC	MONTHLY SERVICE FEE – SHERIFF	568.50
A300224	WATER PURITY INC	WATER DELIVERED – COURTHOUSE, LAW ENFORCEMENT CENTER	189.00
A300225	WEST RIVER TELECOMM	911 TRUNKING RECURRING	494.36
A300226	WEX BANK	GASOLINE – SHERIFF	7,837.98

Roll Call Vote: Aye: Cottingham, Suydam, and Lee. Nay: None. Motion carried.

There being no further business, the chairperson declared the meeting adjourned at 12:06 p.m. until the next regularly scheduled meeting on Tuesday, September 3, 2019. The commission minutes and agenda can be found on the county website at <http://www.mcleancountynd.gov>.

Steve Lee, Chairperson

Nancy Leidholm, Deputy Auditor